

North Carolina Immunization Registry (NCIR)

Pharmacy Inventory Management User Guide

Last Updated: March 22, 2022



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Purpose

CDC COVID-19 Vaccination Program Provider Agreement Requirements- Inventory Management

Unlike how pharmacies utilize NCIR for routine vaccines (where doses are recorded as historical), pharmacies who choose to transition to NCIR to report COVID-19 vaccine administrations are **required** to manage inventory in NCIR.



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NCIR Usage for Pharmacies: Routine Vaccines Versus COVID-19 Vaccines

Routine Vaccines

- Doses entered **historically**
- Inventory management (including reporting wastage/expired doses)- **Not Required**

COVID-19 Vaccines

- Doses entered **using active inventory**
- Inventory management- **Required**

Manage Inventory

Step 1 of 2: Navigate to Inventory

- 1. On the homepage, click **Manage Inventory**
- 2. On the Manage Inventory page, click **Show Inventory**

Production Region 7.2.3

General

Maintenance

manage users

manage sites

manage clinicians

manage schedules

manage inventory

manage orders

manage transfers

shipping documents

request transaction sum

request vaccine usage

request wasted/expired

inventory report

Clients

manage client

enter new client

Immunizations

manage immunizations

Reports

request reminder

check reminder status

request callback

request new client form

request casa extract

check request status

request vic reports

check vic status

assessment report

check assessment

home

change password

logout

help desk

organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator

announcements:

NEW 03/17/2008

How to Report Duplicate Clients

NEW 02/13/2008

Ordering Authority Announcement

NEW 02/06/2008

Reminder - Double Surnames

NEW 02/05/2008

Hib Recommendations

NEW 02/05/2008

Vaccine Doses administered outside of the United States

NEW 02/04/2008

Recording Tdap immunizations

NEW 01/17/2008

Local Health Department Users

NEW 01/08/2008

Accepting Vaccine Orders

NEW 12/19/2007

Hib Announcement

more announcements

release notes:

NEW 02/01/2008

Release Version 7.2.3 NCIR Release Notes Version 7.2.3

more release notes

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
TEST ORGANIZATION	Adacel	a456123	43	N	05/27/2008
TEST ORGANIZATION	Flu-Mist	K12345	116	Y	06/30/2008
TEST ORGANIZATION	LYMERix	1234	492	Y	07/31/2008
Test Site 50	Adacel	a456123	1	N	05/27/2008
Test Site 50	Boostrix	boo111	1	Y	05/09/2008

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	Public
HPV	9	Y

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	Public
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Audience

Inventory Control

Administrator

Manage Inventory

Show Inventory for Sites....

Show Transactions for Sites....

Update inventory Alerts....

Return to the Previous Screen....

Show Inventory

Show Transactions

Update Alert Prefs

Cancel

Inventory Alerts			
Vaccine Order/Transfer Notification ...			
Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	2	0	0
Transfer(s)	1	0	0

Active Inventory that is Going to Expire ...					
Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
NORTH CAROLINA IMMUNIZATION REGISTRY	Acel-Imune	22525	7	Y	07/31/2008
NORTH CAROLINA IMMUNIZATION REGISTRY	Fluzone Pres-Free	654-654	10200	Y	06/30/2008
NORTH CAROLINA IMMUNIZATION REGISTRY	Gardasil	1234z	89	Y	05/05/2008
NORTH CAROLINA IMMUNIZATION REGISTRY	Tripedia	U1985CA	20	Y	08/06/2008

Inventory that is Running Low by Vaccine Group ...		
Vaccine Group	Quantity On Hand	State
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...		
Trade Name	Quantity On Hand	State
Menactra	7	Y

Step 2 of 2: Manage Inventory

From this screen you can add inventory, modify quantity, and show transactions for your inventory

Manage Inventory

Add Inventory for Site (TEST ORGANIZATION)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: Show ☒ Active ☐ Inactive ☐ Non-Expired ☐ Expired
☐ Public ☐ Private ☒ All

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Da
<input type="checkbox"/>	ActHib	U1234AA	710	Y	Y	05/05/2009
<input type="checkbox"/>	Adacel	a456123	43	Y	N	05/27/2008
<input type="checkbox"/>	Adacel	ABC123	14	Y	N	01/01/2009
<input type="checkbox"/>	Boostrix	12351	4	Y	N	10/12/2010
<input type="checkbox"/>	Certiva	555	279	Y	N	01/31/2009
<input type="checkbox"/>	DECAVAC	05269	10	Y	N	08/28/2008
<input type="checkbox"/>	DECAVAC	AB44	20	Y	N	01/01/2009
<input type="checkbox"/>	DT	121252555	18	Y	N	05/20/2009
<input type="checkbox"/>	DTP	098898	19	Y	N	10/20/2009
<input type="checkbox"/>	Engerix-B Peds	1235N	8	Y	N	12/31/2009
<input type="checkbox"/>	Flu-Mist	K12345	116	Y	Y	06/30/2008

You can look at any combination of inventory in the NCIR by clicking on the radio button next to your selection. For example, if you want to see all your active, public vaccine click on the radio button next to **Active** and **State**.

Audience

Inventory Control

Administrator

Vaccine's that will expire in less than 120 days will be highlighted in pink.

Manage Vaccine Orders

Steps to Order COVID-19 Vaccine

Step 1 of 4: Navigate to Allocation Request Form

All COVID-19 vaccine is currently ordered outside of NCIR. Providers need to submit requests via the Allocation Request Form, available here:

<https://surveymax.dhhs.state.nc.us/TakeSurvey.aspx?SurveyID=98MI76m3#>

https://surveymax.dhhs.state.nc.us/TakeSurvey.aspx?SurveyID=98MI76m3#

Allocation Request Form

Survey logo

Page 1 of 3

Audience

- Inventory Control
- Administrator

Step 2 of 4: Complete Provider Information

Fill out provider information and location information

Allocation Request Form

Page 1 of 3

Provider Information

Please enter your provider organization and location information below.

1. Parent Organization*

2. Please choose your provider location name*

Select one from below list.

PIN - Provider Location Name

3. If your "PIN - Provider Location Name" is not in the dropdown above, please enter it here:

4. Provider Contact Name*

5. Provider Contact Email*

6. Provider Contact Phone Number*

Next

Audience

Inventory Control

Administrator

Step 3 of 4: Complete Allocation Information

Complete allocation request information

Allocation Request Form

Page 2 of 3

Allocation Request

Please request vaccine doses below (inclusive of first and second doses).

7. Please request the number of Pfizer doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Pfizer doses. Pfizer doses requested must be in multiples of 1170.*

0

▼

8. Please request the number of Moderna doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Moderna doses. Moderna doses requested must be in multiples of 100.*

0

▼

9. Please request the number of Janssen doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Janssen doses. Janssen doses requested must be in multiples of 100.*

0

▼

10. Your requested doses will likely be filled via transfer facilitated through this request form. Please provide the name of the on-site coordinator to assist with the transfer.*

11. Your requested doses will likely be filled via transfer facilitated through this request form. Please provide the phone number of the on-site coordinator to assist with the transfer.*


Back

Next

Audience

Inventory Control

Administrator



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Step 4 of 4: Complete Form

Complete form by selecting **Yes** to the final statements and clicking **Done**

Audience

Inventory
Control

Administrator

Allocation Request Form

Page 3 of 3

Recorded Doses and Attestation

12. Please estimate the number of administered vaccinations that have not yet been recorded in CVMS.*

0

13. By clicking this box, I affirm that I have reviewed the list of providers in my area with on-hand inventory and that these providers do not have inventory that cover my need.*

☒ Yes

14. By clicking this box, I understand that we must have vaccine administrations recorded into the COVID-19 Vaccine Management System (CVMS) within 72 hours of administration. On behalf of the Parent Organization, I certify that we will act in good faith and to the best of our abilities to comply with all expectations.*

☒ Yes

Back


Done

Enter Next Response

Steps for Accepting State-Supplied Orders

Step 1 of 4: Navigate to Manage Transfers

Click on **Manage Transfers**.



ncir

Production Region 7.2.3

General
system user manual

Maintenance
manage users
manage sites
manage clinicians
manage schedules

Inventory
manage inventory
manage orders
manage transfers
shipping documents
request transaction sum
request vaccine usage
request wasted/expired
inventory report

Clients
manage client
enter new client

Immunizations
manage immunizations

Reports
request reminder
check reminder status
request callback
request new client form
request case extract

home change password logout help desk

organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator

announcements:

- NEW 03/17/2008 ~ [How to Report Duplicate Clients](#)
- NEW 02/13/2008 ~ [Ordering Authority Announcement](#)
- NEW 02/06/2008 ~ [Reminder - Double Surnames](#)
- NEW 02/05/2008 ~ [Hib Recommendations](#)
- NEW 02/05/2008 ~ [Vaccine Doses administered outside of the United States](#)
- NEW 02/04/2008 ~ [Recording Tdap immunizations](#)
- NEW 01/17/2008 ~ [Local Health Department Users](#)
- NEW 01/08/2008 ~ [Accepting Vaccine Orders](#)
- NEW 12/19/2007 ~ [Hib Announcement](#)

[more announcements](#)

release notes:

- NEW 02/01/2008 ~ [Release Version 7.2.3](#) NCIR Release Notes Version 7.2.3

[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
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Audience

Inventory
Control

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Step 2 of 4: Navigate to Your Order

1. Find your order under the **Inbound Transfers**.
2. Click on the **Create Date** in blue. This is going to take you to where you can view your order.

Manage Transfer

Create a New Transfer....New Transfer

Return to the Previous Screen....Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008		
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 04/01/2008To: 04/08/2008Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
No Historic Transfer.							

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Inventory
Control

Administrator

Step 3 of 4: Accept Transfer

- 1. You will see your order at the bottom of the screen. You must verify that these lot numbers and amounts match what you have on your invoice from the vaccine shipping box. If they do not match, please call the Help Desk at 877-873-6247
- 2. Accept the transfer and it will be loaded into your inventory. Before you reject or partially accept your transfer you must call the Help Desk for assistance.
- 3. If your invoice matches the NCIR order then you can accept it straight into your inventory by clicking **Accept Transfer**.
- 4. When you click Accept Transfer, you will see a pop up message like below.
- 5. Click **OK**

Audience

Inventory Control

Administrator

Receive Transfer

Accept Entire Transfer...

Reject Entire Transfer...

Partially Accept Transfer...

Return to the Previous Screen...

Accept Transfer

Reject Transfer

Partially Accept

Cancel

Receiving Site

If you wish to accept all or part of this transfer, you must specify the site which will receive the inventory in this transfer.

Receiving Site NORTH CAROLINA IMMUNIZATION REGISTRY

Transfer Between Organizations Created on 04/08/2008

Sending Entity		Receiving Entity	
Organization	Vaccine Distribution	Organization	NORTH CAROLINA IMMUNIZATION REGISTRY
Site	VACCINE DISTRIBUTION	Site	NORTH CAROLINA IMMUNIZATION REGISTRY
Address	1330 ST MARYS STREET RALEIGH, NC 27605-1235	Address	NC DHHS, Division of Public Health, Immunization Branch, 1917 Mail Service Center Raleigh, NC 27692-1917
Contact	CAROLINE HELTON	Contact	Mary Parkinson-Ivers
Phone #	(877) 873-6247	Phone #	(919) 715-6770
Ship Date	04/08/2008		

Transfer Vaccine Item

Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
20	DTP/aP	Tripedia	U1985CA	Create New Lot
10	HPV	Gardasil	GD5543	Create New Lot

Microsoft Internet Explorer

Are you sure you want to add all transfer items into inventory ?

OK

Cancel

Step 4 of 4: Review

When you have successfully added your order into your NCIR inventory, then you will see the message below in **red**. You can double check to make sure your inventory is in the NCIR by going back to **Manage Inventory** and then clicking **Show Inventory**.

Transfer Successfully Accepted

Manage Orders

Order List

Current Orders

User	Submit Date
Steve Martinez	12/20/2006
Steve Martinez	12/20/2006
Steve Martinez	12/19/2006

Manage Inventory

Add Inventory for Site (NORTH CAROLINA IMMUNIZATION REGISTRY)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: NORTH CAROLINA IMMUNIZATION REGISTRY

Show ☒ Active ☐ Inactive ☐ Non-Expired ☐ Expired ☐ State ☐ Private ☒ All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input type="checkbox"/>	Acel-Imune	22525	7	Y	Y	07/31/2008
<input type="checkbox"/>	Adacel	ADA1234	500	Y	Y	08/08/2009
<input type="checkbox"/>	Boostrix	11111	96	Y	Y	09/30/2008
<input type="checkbox"/>	Engerix-B Adult	111111	92.5	Y	Y	06/30/2009
<input type="checkbox"/>	Engerix-B Peds	212121	103	Y	Y	03/30/2009
<input type="checkbox"/>	Fluvirin	32434	247	Y	Y	01/01/2010
<input type="checkbox"/>	Fluzone Pres-Free	654-654	10200	Y	Y	06/30/2008
<input type="checkbox"/>	Gardasil	1234z	89	Y	Y	05/05/2008
<input type="checkbox"/>	Gardasil	GD5543	10	Y	Y	01/01/2009
<input type="checkbox"/>	Menactra	testuat	7	Y	Y	12/31/2009
<input type="checkbox"/>	Pediarix	65656	50	Y	Y	09/30/2008
<input type="checkbox"/>	Recombivax-Adult	252525	98	Y	Y	03/30/2009
<input type="checkbox"/>	Tripedia	U1985CA	20	Y	Y	08/06/2008

You can verify the vaccine has been entered into NCIR inventory.

Audience

Inventory Control

Administrator

Steps to Run an Inventory Reconciliation Report

Step 1 of 3: Navigate to Inventory Report

An inventory reconciliation report will show you what the NCIR says you have in your inventory and give you room to write your actual count from your refrigerator so that you can begin to balance your inventory.

1. From the homepage, click **Inventory Report**.

The screenshot shows the NCIR homepage. The left sidebar contains a navigation menu with the following categories and links:

- General**
 - system user manual
- Maintenance**
 - manage users
 - manage sites
 - manage clinicians
 - manage schedules
- Inventory**
 - manage inventory
 - manage orders
 - manage transfers
 - shipping documents
 - request transaction sum
 - request vaccine usage
 - request waste disposal
 - inventory report** (highlighted with a red box)
- Clients**
 - manage client
 - enter new client
- Immunizations**
 - manage immunizations
- Reports**
 - request reminder
 - check reminder status
 - request callback
 - request new client form
 - request casa extract

The main content area displays a list of announcements and release notes. The top navigation bar includes links for home, change password, logout, and help desk. The user is identified as REBECCA SWEENEY, Administrator, for the TEST ORGANIZATION.

announcements:

- NEW 07/01/2008 ~ [Transfer of Expired Vaccine](#)
- NEW 06/09/2008 ~ [New Immunization Requirements](#)
- NEW 05/23/2008 ~ [Delayed Transfers from Vaccine Distribution](#)
- NEW 05/19/2008 ~ [Accepting Vaccine Orders](#)
- NEW 05/16/2008 ~ [NCIR eligibility status and NCIR upgrade](#)
- NEW 04/11/2008 ~ [Reminder Recall/Assessment/CASA extract](#)
- NEW 04/11/2008 ~ [HPV Vaccine](#)
- NEW 04/08/2008 ~ [Update on One-Way Real Time Data Exchange](#)
- NEW 03/17/2008 ~ [How to Report Duplicate Clients](#)
- NEW 02/13/2008 ~ [Ordering Authority Announcement](#)
- NEW 02/06/2008 ~ [Reminder - Double Surnames](#)
- NEW 02/05/2008 ~ [Hib Recommendations](#)
- NEW 02/05/2008 ~ [Vaccine Doses administered outside of the United States](#)
- NEW 02/04/2008 ~ [Recording Tdap immunizations](#)
- NEW 01/17/2008 ~ [Local Health Department Users](#)
- NEW 12/19/2007 ~ [Hib Announcement](#)
- [more announcements](#)

release notes:

- NEW 06/16/2008 ~ [Release Version 7.4.0](#) *NCIR Release Notes Version 7.4.0*
- [more release notes](#)

Audience

Inventory
Control

Administrator

Step 2 of 3: Select Criteria

1. Choose your **Site**.
2. Choose your **Funding Source**.
3. Click **Generate Report** when finished.



The screenshot shows a web application interface for generating an Inventory Reconciliation Report. At the top, a yellow banner displays the user context: "organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator". Below this, the title "Inventory Reconciliation Report Criteria" is shown in a grey header. The main form area contains two dropdown menus. The first, labeled "Site", has "TEST ORGANIZATION" selected. The second, labeled "Funding Source", has a dropdown menu open showing three options: "STATE", "PRIVATE" (which is highlighted in pink), and "STATE AND PRIVATE". To the right of these dropdowns is a blue button labeled "Generate Report".

- Once you click on Inventory Report, you have the choice of what you want to appear in the report itself.
- Make sure that if your organization has multiple sites that you have the correct site selected or you can run the report for all the sites in a single organization.
- You can run the report for all private, all state supplied or both.
- These options give you a wider variety of ways to keep your inventory balanced.

Audience

Inventory
Control

Administrator

Step 3 of 3: Generate Report

Report Date: 07/01/2008

Page 1 of 2

Inventory Reconciliation Report / Worksheet

TEST ORGANIZATION

Funding Source	Vaccine Group	Trade Name	Lot Number	Expiration Date	NCIR Reported Doses On Hand	Actual Count of Doses On Hand
Private	Anthrax	Anthrax	FDD70019 Private	01/01/2010	98	
Private	DTP/aP	Certiva	555	01/31/2009	274	
Private	DTP/aP	DT	121252555	05/20/2009	18	
Private	DTP/aP	DTP	098898	10/20/2009	19	
Private	DTP/aP	Pediarix	ABC234	01/01/2009	19	
Private	DTP/aP	Pediarix	UA2345AA	01/30/2010	20	
Private	HepA	Havrix-Adult	8585	11/11/2009	44	
State	HepB	Recombivax-Adult	REC23	01/01/2009	4	
State	Hib	ActHib	U1234AA	05/05/2009	702	
State	Hib	PedvaxHIB	0259U	10/17/2009	1	
State	Influenza	Flu-Mist	FLU234	01/01/2009	6.5	

Once you have counted the actual vaccine in your fridge and you compare it to what the NCIR says you have on hand, both columns should match. If they do not you need to run down the list of possible inventory discrepancies. (see next slide)

Audience

Inventory Control

Administrator

Steps for Modifying Quantity

Step 1 of 2: Modify Quantity

- 1. Click in the box next to the **Trade Name** in blue until the green check appears.
- 2. Click **Modify Quantity**

Audience

Inventory
Control

Administrator

Manage Inventory

Add Inventory for Site (TEST ORGANIZATION)....

Add Inventory

Modify Quantity On Hand for Selected Sites....

Modify Quantity

Show Transactions for Sites....

Show Transactions

Return to the Previous Screen....

Cancel

Site: TEST ORGANIZATION

Show ☒ Active ☐ Inactive ☐ Non-Expired ☐ Expired ☐ Public ☐ Private ☐ All

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/>	ActHib	U1234AA	710	Y	Y	05/05/2009
<input type="checkbox"/>	Adacel	a456123	43	Y	N	05/27/2008
<input type="checkbox"/>	Adacel	ABC123	14	Y	N	01/01/2009
<input type="checkbox"/>	Boostrix	12351	4	Y	N	10/12/2010
<input type="checkbox"/>	Certiva	555	279	Y	N	01/31/2009

Step 2 of 2: Modify Quantity

- 1. Choose the **Action** from the drop down box. Either **Add** or **Subtract**.
- 2. Enter the **Amount** in doses that is being modified.
- 3. Choose the reason under the **Category** drop down box.

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites....

Save

Return to the Previous Screen....

Cancel

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
ActHib	U1234AA	710	Add ▾		Receipt from Inventory ▾

NOTE: Fields marked with an asterisk * are required.

Audience

Inventory Control

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This screen will allow you to modify the quantity of as many vaccines as you choose on the previous screen. It is good to use this option if you have several lot numbers to edit.

Most Common Reasons to Modify Quantity

Wasted Doses: Select this option if there was any vaccine waste for a particular lot. When you select the Wasted Doses category, you will be required to enter the following:

Error Correction: Select this option if you have made any errors in entry to your private stock of vaccine. For example you entered 100 instead of 10 for the quantity. You will also be required to enter a reason for error correcting. ****Before you error correct any state supplied vaccines, you should call the NC Vaccines Help Desk, 1-877-873-6247, so that you may be guided in how to find errors before changing quantities in vaccine lots.**

Audience

Inventory Control

Administrator

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites....

Save

Return to the Previous Screen....

Cancel

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
ActHib	U1234AA	710	Add		<div>Receipt from Inventory</div> <div>Receipt from Inventory</div> <div>Receipt from Inventory</div> <div>Receipt from Provider</div> <div>Return to Provider</div> <div>Transfer to Provider</div> <div>Wasted Doses</div> <div>Error Correction</div>

NOTE: Fields marked with an asterisk * are required.

Error Correction

When to Use Error Correction

- Use this category when adding to or subtracting from inventory doses that were keyed or documented incorrectly
 - i.e. if 100 is entered instead of 10

When NOT to Use Error Correction

- If inventory is expired
- If a storage and handling issue caused the dose to be unusable
- If the vaccine is pre-drawn and not used

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Avoid Documentation Errors

- Enter all immunizations administered into the NCIR as soon as possible
- Only enter immunizations administered by you, under your username
- Document all doses that have been administered, transferred, wasted and/or expired in the NCIR

In Summary

- Error Correction should be used infrequently
- Use best practices to maintain vaccine inventory correctly in the NCIR
- If you are unable to reconcile your inventory, error correction should be your last option

Audience

Inventory
Control

Administrator

Manage Transfers

Different Types of Transfers

Definitions

organization NORTH CAROLINA IMMUNIZATION REGISTRY • user Rebecca Sweeney • role NCIR Help Desk

Manage Transfer

Create a New Transfer....New Transfer

Return to the Previous Screen....Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 04/01/2008To: 04/08/2008Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Outbound Transfers to NCIR Users

Step 1 of 6: Navigate homepage

You can view any pending Inbound or Outbound transfers in the NCIR under the **Vaccine Order / Transfer Notification** portion of the Home Page. In addition to the **Manage Transfer** Screen.

1. Click **Manage Transfer**

The screenshot shows the NCIR homepage. The left sidebar contains a navigation menu with categories: General, Maintenance, Inventory, Clients, Immunizations, and Reports. The 'Inventory' category is expanded, and 'manage transfers' is highlighted with a red box. The main content area displays 'announcements', 'release notes', and a 'Vaccine Order/Transfer Notification' table. A yellow callout box points to the table with the text: 'When you have transfers that are in queue for one reason or another they will show up under the Vaccine Order/Transfer Notification portion of the home page.'

Organization: TEST ORGANIZATION • **User:** REBECCA SWEENEY • **Role:** Administrator

announcements:

- NEW 03/17/2008 ~ [How to Report Duplicate Clients](#)
- NEW 02/13/2008 ~ [Ordering Authority Announcement](#)
- NEW 02/06/2008 ~ [Reminder - Double Surnames](#)
- NEW 02/05/2008 ~ [Hib Recommendations](#)
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- NEW 02/04/2008 ~ [Recording Tdap Im](#)
- NEW 01/17/2008 ~ [Local Health Depar](#)
- NEW 01/08/2008 ~ [Accepting Vaccine](#)
- NEW 12/19/2007 ~ [Hib Announcement](#)

[more announcements](#)

release notes:

- NEW 02/01/2008 ~ [Release Version 7](#)

[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
-----------	------------	------------	---------	--------	----------

Audience

Inventory
Control

Administrator

Step 2 of 6: Navigate to New Transfer

Using the Manage Transfer function leaves an electronic trail from your facility to NCIP facility that you are physically transferring vaccine to.

1. To transfer vaccine to another provider on the NCIR, start by clicking **New Transfer**.

organization **NORTH CAROLINA IMMUNIZATION REGISTRY** • user **Rebecca Sweeney** • role **NCIR Help Desk**

Manage Transfer

Create a New Transfer.... **New Transfer**

Return to the Previous Screen.... Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 04/01/2008 To: 04/08/2008 Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Audience

Inventory
Control

Administrator

Step 3 of 6: Complete Transfer Information

1. Choose your **Receiving Organization** as the facility that you are transferring vaccine to (NCIR only).
2. You can choose to transfer active and inactive vaccine to another provider. Click on the **OK** radio button next to your choice.
3. Enter the **Transfer Quantity** in the box next to the vaccine you are wanting to transfer. Remember to enter the amount in doses.
4. Click **Save** when you are ready to finish the transfer.

Audience

Inventory
Control

Administrator

New Transfer

Sending Site

NORTH CAROLINA IMMUNIZATION REGISTRY

Internal Receiving Site

or

Receiving Organization

Save

Transfer all Expired

Cancel

Note: Only those sites or organizations which have inventory set up are displayed.

Add from Inventory

Show ☒ Active and Non-Expired ☐ Inactive and Non-Expired ☐ Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
<input type="text"/>	Acel-Imune	DTP/aP	22525	7	Y	Y	07/31/2008
<input type="text"/>	Adacel	Td - Tdap	ADA1234	500	Y	Y	08/08/2009
<input type="text"/>	Boostrix	Td - Tdap	11111	96	Y	Y	09/30/2008
<input type="text"/>	Engerix-B Adult	HepB	111111	87.5	Y	Y	06/30/2009
<input type="text"/>	Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
<input type="text"/>	Fluvirin	Influenza	32434	247	Y	Y	01/01/2010
<input type="text"/>	Fluzone Pres-Free	Influenza	654-654	10200	Y	Y	06/30/2008
<input type="text"/>	Gardasil	HPV	1234z	89	Y	Y	05/05/2008
<input type="text"/>	Gardasil	HPV	GD5543	10	Y	Y	01/01/2009
<input type="text"/>	Menactra	Meningo	testuat	7	Y	Y	12/31/2009
<input type="text"/>	Pediarix	DTP/aP - HepB - Polio	65656	50	Y	Y	09/30/2008
<input type="text"/>	Recombivax-Adult	HepB	252525	98	Y	Y	03/30/2009
<input type="text"/>	Tripedia	DTP/aP	U1985CA	20	Y	Y	08/06/2008

Step 4 of 6: Navigate to Packing List

In order to finish this transfer, you must view or print the Packing List or Label. You will not be able to complete the transaction without doing this step. Click **Packing List**.

The vaccine that you are transferring will show up under **Transfer Item**.

You should see this message **“Saved Successfully”**

Edit Transfer: Create Date 04/08/2008

^Saved Successfully^

Sending Site NORTH CAROLINA IMMUNIZATION REGISTRY

Internal Receiving Site or

Receiving Organization Vaccine Distribution

Note: Only those sites or organizations which have inventory set up are displayed.

Save

Packing List

Label

Finish Trans

Ship

Cancel Transfer

Transfer Item

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
<input type="checkbox"/>	10	Adacel	Td - Tdap	ADA1234	500	Y	Y	08/08/2009

NOTE: Fields marked with an asterisk * are required.

Add from Inventory

Show

Active and Non-Expired

Inactive and Non-Expired

Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
<div></div>	Acel-Imune	DTP/aP	22525	7	Y	Y	07/31/2008
<div></div>	Boostrix	Td - Tdap	11111	96	Y	Y	09/30/2008
<div></div>	Engerix-B Adult	HepB	111111	87.5	Y	Y	06/30/2009
<div></div>	Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
<div></div>	Fluvirin	Influenza	32434	247	Y	Y	01/01/2010

Audience

Inventory Control

Administrator

Step 5 of 6: Complete Transaction

Once back to the **Edit Transfer** screen, click **Ship** twice to complete transaction.

https://ncir-uat.dhhs.state.nc.us/reports/rwservlet?uat_packi...

1 / 1

66.7%

Find

NORTH CAROLINA IMMUNIZATION PROGRAM

PACKING LIST

Shipment Date:

SHIPPED FROM

Mary Parkinson-Ivers

NORTH CAROLINA IMMUNIZATION REGISTRY

NC DHHS, Division of Public Health, Immunization Branch

1917 Mail Service Center

Raleigh, NC, 27692-1917

Phone: (919) 7158770

To:

CAROLINE HELTON

Vaccine Distribution

1330 ST MARYS STREET

RALEIGH, NC, 27605-1211

Phone: (877) 8736247

IMPORTANT NOTES ON RECEIVING VACCINES:

. Verify lot, expiration and quantity against the packing list.

Vaccine	Lot Number	Expires	Doses	Cost/Dose	Total Cost
Tdap (Adacel - Sanofi Pasteur (Aventis Pasteur, Pasteur Merieux Connaught, Connaught Laboratories))	ADA1234	06/08/2009	10 0	\$24.95	\$249.50

one

Unknown Zone

Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
Fluvirin	Influenza	32434	247	Y	Y	01/01/2010

The Packing List will come through as a pop up box, so make sure that you have your pop up blocker turned off if it is on. You can print this slip out if you would like to, otherwise just click the **X** in the corner to close the window. When you close the box you will be sent back to the **Edit Transfer** screen.

Audience

- Inventory Control
- Administrator

Step 6 of 6: Check Transaction Details

If the transfer was completed, you will see the message in blue **Transfer Successfully Shipped** and the transfer will show up under **Outbound Transfer**.

Manage Transfer

Transfer Successfully Shipped

Create a New Transfer....

New Transfer

Return to the Previous Screen....

Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	NORTH CAROLINA IMMUNIZATION REGISTRY	Vaccine Distribution	04/08/2008		

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: To: [Refresh List](#)

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Note:

- If a “Ship Date” does not appear on the Outbound Transfer, then the transfer was not finished.
- If the date of transfer is different than the current date shown, then type the correct date in the box next to “Enter Ship Date”.
- Once the Transfer is completed, the vaccine is immediately removed from the Sender’s NCIR inventory and ready to Accept into the Receiver’s inventory.

Audience


Inventory
Control

Administrator

Inbound Transfers

Step 1 of 3: Navigate homepage

Click **Manage Transfers** and pending inbound transfers can be seen under the Inbound Transfer heading.



Production Region 7.2.3

General
system user manual

Maintenance
manage users
manage sites
manage clinicians
manage schedules

Inventory
manage inventory
manage orders
manage transfers
shipping documents
request transaction sum
request vaccine usage
request wasted/expired
inventory report

Clients
manage client
enter new client

Immunizations
manage immunizations

Reports
request reminder
check reminder status
request callback
request new client form
request case extract

homechange passwordlogouthelp desk

organization TEST ORGANIZATION • user REBECCA SWEENEY • role Administrator

announcements:

NEW 03/17/2008 ~ How to Report Duplicate Clients

NEW 02/13/2008 ~ Ordering Authority Announcement

NEW 02/06/2008 ~ Reminder - Double Surnames

NEW 02/05/2008 ~ Hib Recommendations

NEW 02/05/2008 ~ Vaccine Doses administered outside of the United States

NEW 02/04/2008 ~ Recording Tdap immunizations

NEW 01/17/2008 ~ Local Health Department Users

NEW 01/08/2008 ~ Accepting Vaccine Orders

NEW 12/19/2007 ~ Hib Announcement

more announcements

release notes:

NEW 02/01/2008 ~ Release Version 7.2.3 NCIR Release Notes Version 7.2.3

more release notes

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	1	0	0
Transfer(s)	0	0	1


Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
-----------	------------	------------	---------	--------	----------

Audience

Inventory
Control

Administrator



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Step 2 of 3: Find Transfer

Inbound Transfers can be state supplied vaccine orders or transfers from another provider. The process of accepting these inbound transfers is the same, no matter the type.

Find your transfer and click on the **Create Date** link in blue.

Audience

Inventory
Control

Administrator

Manage Transfer

[Create a New Transfer....](#)

New Transfer

[Return to the Previous Screen....](#)

Cancel

Transfer List

Outbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	NORTH CAROLINA IMMUNIZATION REGISTRY	Vaccine Distribution	04/08/2008		

Inbound Transfer

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
04/08/2008	TRANSFER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008		
12/19/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	12/19/2006		
05/08/2006	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	08/25/2006		

Historic Transfer (last 7 days by default)

Show by Last Updated Date From: 04/01/2008

To: 04/08/2008

Refresh List

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
04/08/2008	ORDER	Vaccine Distribution	NORTH CAROLINA IMMUNIZATION REGISTRY	04/08/2008	04/08/2008		

Step 3 of 3: Accept Transfer

To accept this transfer into your inventory, click on **Accept Transfer**. You should only accept your transfer after you have verified lot number, expiration date, and amount shipped. If your invoice matches the NCIR then accept.

The screenshot shows a web application interface for receiving a vaccine transfer. A yellow callout box highlights a confirmation pop-up from Microsoft Internet Explorer that asks, "Are you sure you want to add all transfer items into inventory?". An arrow points to the "OK" button in the pop-up. The background form includes sections for "Receiving Site" (set to NORTH CAROLINA IMMUNIZATION REGISTRY), "Transfer Vaccine Item" table, and contact information for two individuals.

Transfer Vaccine Item				
Transfer Quantity	Vaccine Group	Trade Name	Lot Number	Inventory Action
10	Polio	IPOL	12123	Create New Lot

NOTE: Fields marked with an asterisk * are required.

Audience

Inventory Control

Administrator

COVID-19 Vaccine Transfers between NCIR and CVMS

Transferring COVID-19 Doses between NCIR and CVMS

NOTE: Cross-system transfers are **not currently supported**.

If you have any questions, please contact the NC Vaccines Help Desk by calling 1-877-873-6247 or by submitting a ticket via the [Immunization Inquiry Form](#)

Audience

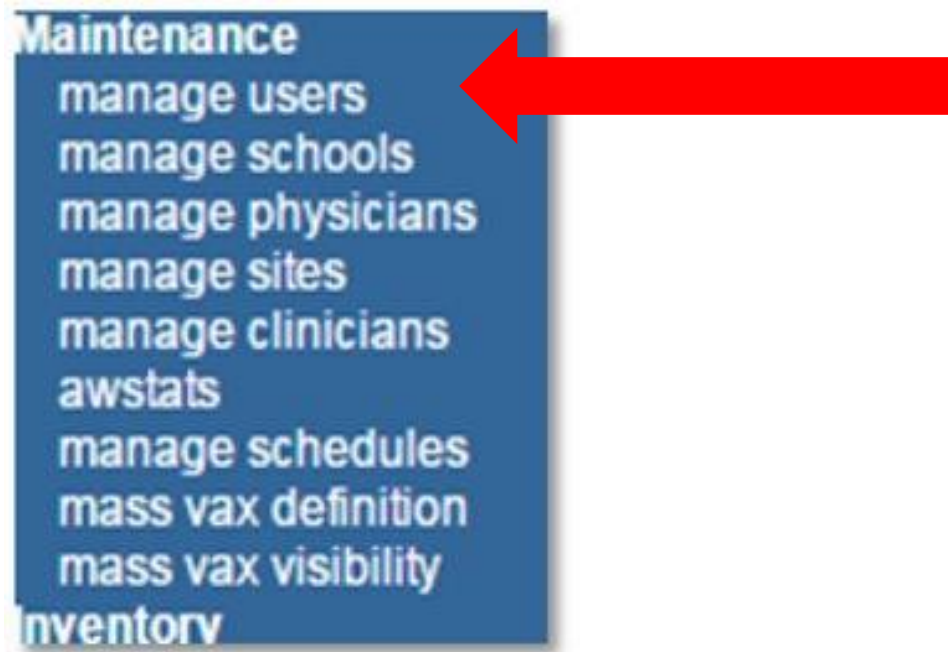
Inventory
Control

Administrator

Adding New Users

Step 1 of 6: Navigate to Manage Users

Select **Manage Users** from the left-side menu.



Audience

Administrator

Step 2 of 6: Navigate to Add User Section

Click Add User.

Add User

Please enter the username (NCID User name) only and click on the verify button.

Provider Org Name

001 Final test organization

Organization Code

Final

* Username

Athena

Verify

* User First Name

Save

* User Last Name

Delete

User Middle Initial

Cancel

* Role

* Status

☒ Active ☐ Inactive

Street Address

Other Address

P.O. Box

City

* State

Zip

-

* Email

NOTE: Fields marked with an asterisk * are required.

Audience

Administrator

Step 3 of 6: Enter Username

Type in the Username.

Add User

Please enter the username (NCID User name) only and click on the verify button.

Provider Org Name

001 Final test organization

Organization Code

Final

* Username

Athena

Verify

* User First Name

Save

* User Last Name

Delete

User Middle Initial

Cancel

* Role

* Status

☒ Active ☐ Inactive

Street Address

Other Address

P.O. Box

City

* State

Zip

-

* Email

NOTE: Fields marked with an asterisk * are required.

Audience

Administrator

Note: Usernames can be obtained by clicking “Register” on the NCIR log in page.

Step 4 of 6: Verify

Click **Verify**.

Add User

Please enter the username (NCID User name) only and click on the verify button.

Provider Org Name

001 Final test organization

Organization Code

Final

* Username

Athena

Verify

* User First Name

Save

* User Last Name

Delete

User Middle Initial

Cancel

* Role

* Status

☒ Active ☐ Inactive

Street Address

Other Address

P.O. Box

City

* State

Zip

-

* Email

NOTE: Fields marked with an asterisk * are required.

Audience

Administrator

Step 5 of 6: Confirm Information

The system will retrieve the user’s personal information. Confirm that the information is correct

Audience

Administrator

Add User

Provider Org Name001 Final test organization

Organization CodeFinal

* UsernameAthena

Verify

* User First NameAthena

* User Last NameRoberts

User Middle InitialB

* Role

* Status☒ Active ☐ Inactive

Street Address1300 Laurel Springs Road

Other AddressP.O. Box

CityDurham

* StateNC

Zip27713

-


* Emailalyssarobertsbates@gmail.com

Save

Delete

Cancel

NOTE: Fields marked with an asterisk * are required.



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HUMAN SERVICES

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Step 6 of 6: Assign Role

Choose the appropriate user **Role**. Click **Save**.

Audience

Administrator

Add User

Provider Org Name001 Final test organization

Organization CodeFinal

* UsernameAthena

Verify

* User First NameAthena

* User Last NameRoberts

User Middle InitialB

* Role

* Status☒ Active ☐ Inactive

Street Address1300 Laurel Springs Road

Other Address

P.O. Box

CityDurham

* StateNC

Zip27713

-


* Emailalyssarobertsbates@gmail.com

Save

Delete

Cancel

NOTE: Fields marked with an asterisk * are required.



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Things to Remember when Adding Users

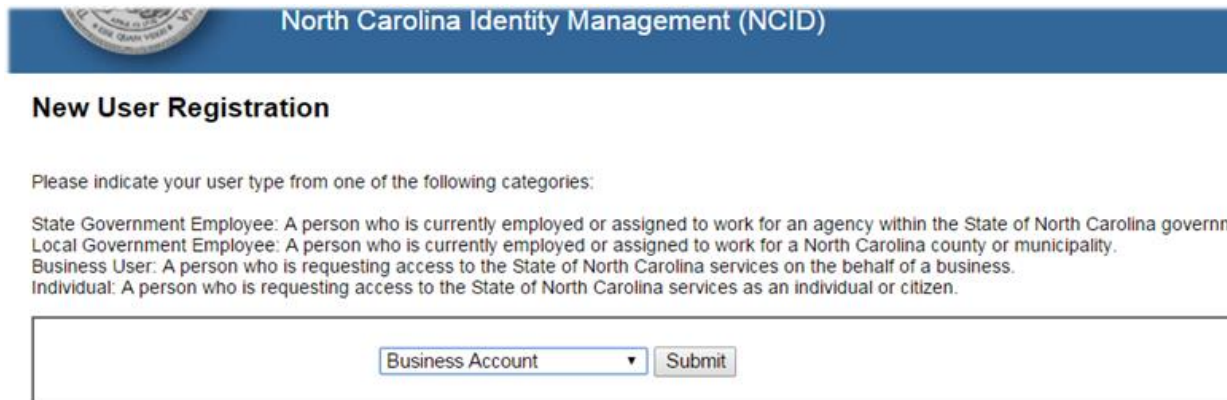
Things to Remember when Adding Users

1. You cannot add a user who registered for an 'individual account' type. You will receive this error message:

Validation Errors

- *Users who registered for an individual account type cannot be added. Only business, local or state government user types can be added. Please have the user reregister through NCID to create a user id with the appropriate user type.*

- The user must re-register for a new account with NCID and select 'Business Account' type (*not applicable to LHDs).



North Carolina Identity Management (NCID)

New User Registration

Please indicate your user type from one of the following categories:

State Government Employee: A person who is currently employed or assigned to work for an agency within the State of North Carolina government.

Local Government Employee: A person who is currently employed or assigned to work for a North Carolina county or municipality.

Business User: A person who is requesting access to the State of North Carolina services on the behalf of a business.

Individual: A person who is requesting access to the State of North Carolina services as an individual or citizen.

Business Account ▼ Submit

Things to Remember when Adding Users

2. If the user has not registered correctly, has not activated their account through the email link from NCID, or if the user ID you entered was incorrect, you will get an error message.

Validation Errors

- *Cannot add this user. This user is not defined in NCID.*

Things to Remember when Adding Users

3. Click **Find** with no names in the fields to see your full list of users.

organization **GOTHAM CITY HEALTH CENTER** • user **Brandon Rector** • role **Administrator**

User Search

Last Name

First Name

Find

Add User

Cancel

To get a complete list of users, leave both fields blank and click the **Find** button.

Search Results

Last Name	First Name	MI	Role	Status
Anderson	Glenda	K	Typical User	Active
meadows	beth	B	Administrator	Active
Rector	Brandon	C	Administrator	Active
Reynolds	Isabel		Typical User	Active
Stokes	Rebecca		Administrator	Active

Things to Remember when Adding Users

4. To inactivate, change the **Status** by clicking the 'Inactive' button.

* Username

* User First Name

* User Last Name

User Middle Initial

* Role

* Status ☐ Active ☒ Inactive

Street Address

Other Address P.O. Box

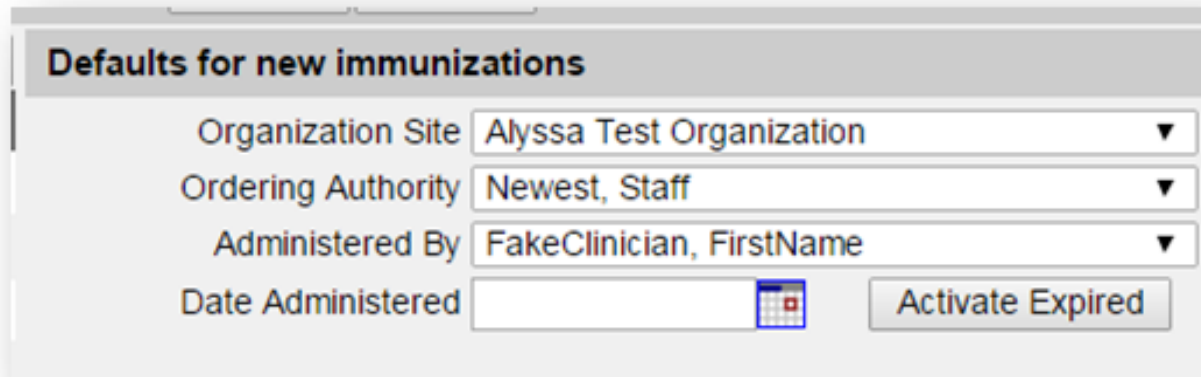
City * State Zip -

* Email


Managing Clinicians

Managing Clinicians

- Clinician information is used to indicate the individuals who ordered and administered an immunization (i.e. **Ordering Authority** and **Administered By**).
- Clinician information is required when documenting new immunizations.



The screenshot shows a software dialog box titled "Defaults for new immunizations". It contains four fields: "Organization Site" with a dropdown menu showing "Alyssa Test Organization"; "Ordering Authority" with a dropdown menu showing "Newest, Staff"; "Administered By" with a dropdown menu showing "FakeClinician, FirstName"; and "Date Administered" with a text input field and a calendar icon. To the right of the "Date Administered" field is a button labeled "Activate Expired".

Defaults for new immunizations	
Organization Site	Alyssa Test Organization ▼
Ordering Authority	Newest, Staff ▼
Administered By	FakeClinician, FirstName ▼
Date Administered	<input type="text"/>  <button>Activate Expired</button>

Steps for Adding a Clinician

Step 1 of 4: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.



Step 2 of 4: Navigate to Add Clinician Screen

Select Add Clinician.

organization Alyssa Test Organization • user Athena Roberts • role Administrator

Organization Name: Alyssa Test Organization

Site List:

Alyssa Test Organization

Add Clinician

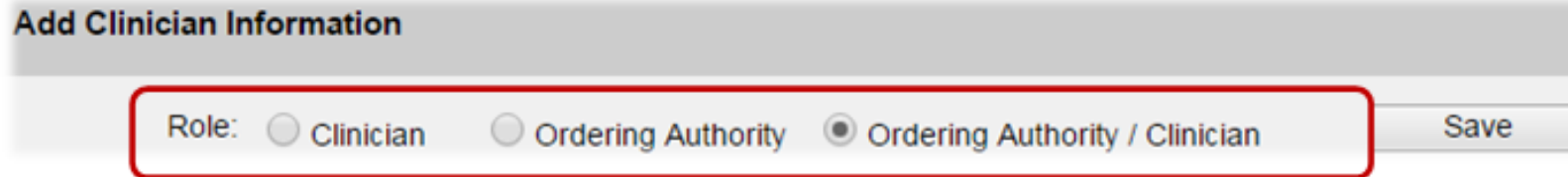
Find Clinician

Clinician List

Clinician Name	Role
FakeClinician_FirstName	Ordering Authority / Clinician
Harford, Tristan S.	Ordering Authority / Clinician

Step 3 of 4: Enter Role and Credentials

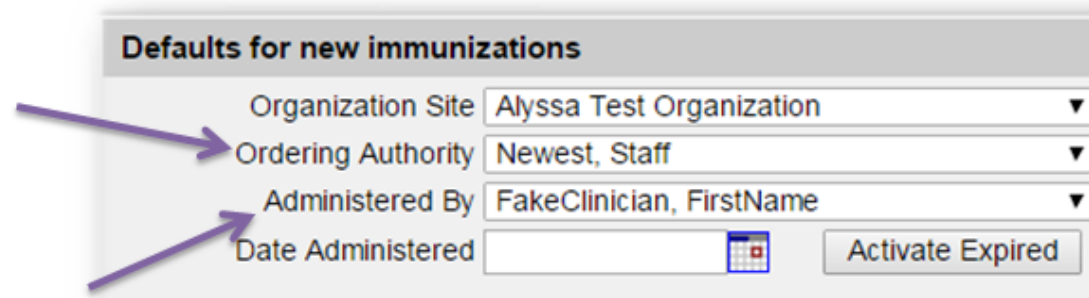
Select a **Role** and **Credentials**



Add Clinician Information

Role: ☐ Clinician ☐ Ordering Authority ☒ Ordering Authority / Clinician

- **Clinician:** An individual who physically immunizes clients (their name will be an option in the 'Administered By' pick list when documenting a new immunization)
- **Ordering Authority** is a MD, DO, PA, NP who signs standing orders for patients to receive vaccines (their name will be an option in the 'Ordering Authority' pick list when documenting a new immunization)
- **Ordering Authority/Clinician** is an individual with both of the above roles (their name will be an option in both pick lists when documenting a new immunization)



Defaults for new immunizations

Organization Site

Ordering Authority

Administered By

Date Administered

Step 3 of 4: Enter Role and Credentials

Select a **Role** and **Credentials**

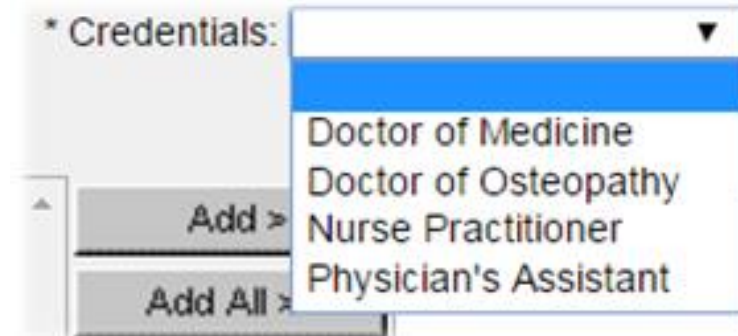
'Clinician' credentials



A screenshot of a software interface showing a dropdown menu for 'Credentials:'. The menu is open, displaying a list of roles: Certified Medical Assistant, Certified Nurse Midwife, Certified Nurse's Assistant, Doctor of Medicine, Doctor of Osteopathy, Licensed Practical Nurse, Medical Assistant, Nurse Practitioner, Registered Nurse, Registered Pharmacist, Physician's Assistant, and Other. To the left of the dropdown, there are buttons for 'Add >', 'Add All >', '< Remove', and '<< Remove'.

Clinicians can be anyone in the organization who physically gives shots.

'Ordering Authority' and 'Clinician / Ordering Authority' credentials



A screenshot of a software interface showing a dropdown menu for 'Credentials:'. The menu is open, displaying a list of roles: Doctor of Medicine, Doctor of Osteopathy, Nurse Practitioner, and Physician's Assistant. To the left of the dropdown, there are buttons for 'Add >' and 'Add All >'.

An Ordering Authority is an individual who is licensed by the state of North Carolina to authorize the giving of immunizations to a client.

Step 4 of 4: Add the Clinician

Fill out all required information. Be certain to move your site to “Selected Sites.” Then click Save.

Edit Clinician Information

Role: ☐ Clinician ☐ Ordering Authority ☒ Ordering Authority / Clinician

Prefix:

* Last Name:

First Name:

Middle Name:

Suffix:

* Credentials:

Complete site listing

Add >

Add All >>

< Remove

<< Remove All

* Selected sites

Alyssa Test Organization

Address Information (optional)

Street 1:

Street 2:

PO Box:

City:

State: Zip: -

Email:

Area Code: Phone Number: - Ext.


Inserted clinician: Test, Authority

NOTE: Fields marked with an asterisk * are required.

Save

Delete

Cancel



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Reporting and Returning Expired Vaccine


Steps to Document Expired Vaccine

Step 1 of 5: Count Expired Vaccines and Navigate to Transfers Page

- 1. It's a good idea to count your expired vaccines before you begin the process to document them in the NCIR. This helps ensure that the physical count of vaccines matches what the NCIR reports your facility as having on hand.
- 2. Click **Manage Transfers**

Audience

Administrator



UAT Region (T4) 9.6.0

General

system user manual

Maintenance

manage users

manage sites

manage clinicians

manage physicians

manage schedules

manage schools

mass vax definition

Inventory

manage inventory

manage orders

manage transfers

shipping documents

request transaction sum

request vaccine usage

request wasted/expired

inventory report

vaccine accountability

inventory count

Clients

manage client

mass vax grid entry

Immunizations

manage immunizations

Reports

request reminder

check reminder status

request callback

request new client form

request casa extract

check request status

request vfc reports

check vfc status

assessment report

check assessment

benchmark report

check benchmark

home | change password | logout | help desk

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

announcements:

NEW 02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)

NEW 02/04/2016 ~ [2016 Immunization Schedules](#)

NEW 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)

NEW 12/08/2015 ~ [Pentacel Update](#)

NEW 11/19/2015 ~ [Holiday Shipping](#)

[more announcements](#)

release notes:

NEW 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0

[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
TEST ORGANIZATION	Imovax Rabies ID	123456	998	N	06/01/2016
TEST ORGANIZATION	RabAvert	abc def	998	N	07/01/2016
TEST ORGANIZATION	YF-VAX	test_yfvax	97	N	06/30/2016
Wright Way Peds	Adacel	AD4857894	1	N	03/29/2016

Step 2 of 5: Create New Transfer

- 1. You should get a pop-up for the expired vaccine. Click **OK**.
- 2. Click **New Transfer**.
- 3. Click **Transfer All Expired**.

Audience

Administrator

Lot Number: C3818AA Vaccine Name: Dtap-Hib-IPV Trade Name: Pentacel Expiration Date: 01/15/2013
All expired state-supplied inventory must be transferred to the state.
Please transfer this inventory to the State via the manage transfer menu option.

Note: There are additional expired lots in inventory.

OK

Manage Transfer

Create a New Transfer....

New Transfer

Return to Manage Transfer Screen....

Cancel

New Transfer

Sending Site TEST ORGANIZATION ▼

Internal Receiving Site ▼ or

Receiving Organization ▼

Save

Transfer all Expired

Cancel

Note: Only those sites or organizations which have inventory set up are displayed.

Step 3 of 5: Enter Expired Dose Quantity

- 1. In the **Transfer Quantity** box, enter the number of doses that you are PHYSICALLY sending back. Make sure this number matches EXACTLY what the NCIR says you have (Quantity Available).
- 2. If it matches, move to the next step.
- 3. If the numbers DO NOT match call the Help Desk at 877-873-6247 and ask them to remove the excess doses from your inventory
- 4. Enter a **Preventive Action** (e.g. "Use before expires").

Audience

Administrator

Internal Receiving Site

or

Receiving Organization

Packing List

Label

Finish Trans

Ship

Cancel Transfer

Note: Only those sites or organizations which have inventory set up are displayed.

Transfer Item									
Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date	Preventive Action
<input type="checkbox"/>	<input type="text" value="10"/>	Boostrix	Td - Tdap/Pertussis	AC52B056BB	<input type="text" value="10"/>	N	Y	07/01/2012	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="7"/>	Boostrix	Td - Tdap/Pertussis	AC52B060CA	<input type="text" value="7"/>	N	Y	09/17/2012	<input type="text"/>

Step 4 of 5: Print Packing List (Non-COVID-19 Vaccine)

- 1. Click **Save** (and make sure you see the blue “Saved Successfully” message).
- 2. Click **Packing List**.
- 3. Print the Packing List. You MUST do this in order to finish the transfer. (This will popup in a separate window, if you have your popup blocker on, click **Allow**).

Audience

Administrator

or

up are displayed.

Save

Packing List

Label

Finish Trans

Ship

Cancel Transfer

North Carolina Immunization Program
Packing List

Shipment Date:

SHIPPED FROM

CAROLINE PEIFER RN, BSN

WAKE FOREST UNIVERSITY FAMILY PHYSI

1920 W 1ST ST

WINSTON SALEM, NC, 27103

Phone: (336) 7161274

To:

NCIR HelpDesk

VACCINE DISTRIBUTION

5601 SIX FORKS ROAD

BLDG 2, 2ND FLOOR

RALEIGH, NC, 27609

Phone: (877) 8736247

IMPORTANT NOTES ON RECEIVING VACCINES:
. Verify lot, expiration and quantity against the packing list.

Vaccine	Lot Number	Expires	Doses	Cost/Dose	Total Cost
Tdap (Boostrix - GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome))	AG52 805688	07/01/2012	10 0	\$28.54	\$285.40

Step 5 of 5: Ship Transfer (Non-COVID-19 Vaccine)

- 1. Click **Ship**
- 2. Verify ship
- 3. Click **Sh**
- 4. Look for

DO NOT ATTEMPT TO SEND ANY COVID-19 VACCINE BACK TO MCKESSON SPECIALTY, THE STATE OF NORTH CAROLINA, OR THE CENTERS FOR DISEASE CONTROL AND PREVENTION.

PLEASE DISCARD OF ALL EXPIRED COVID-19 VIA THE PROTOCOLS OR PROCEDURES OF YOUR OFFICE.

Audience

Administrator

Reporting Wasted Vaccine


Steps to Document Wasted or Spoiled COVID-19 Vaccine

Step 1 of 5: Navigate to Inventory Page

From the homepage, click **Manage Inventory**

Audience

Administrator



UAT Region (T4) 9.6.0

General

system user manual

Maintenance

manage users

manage sites

manage clinicians

manage physicians

manage schedules

manage schools

mass vax definition

Inventory

manage inventory

manage orders

manage transfers

shipping documents

request transaction sum

request vaccine usage

request wasted/expired

inventory report

vaccine accountability

inventory count

Clients

manage client

mass vax grid entry

Immunizations

manage immunizations

Reports

request reminder

check reminder status

request callback

request new client form

request casa extract

check request status

request vfc reports

check vfc status

assessment report

check assessment report

benchmark report

check benchmark

homechange passwordlogouthelp desk

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

announcements:

NEW

02/15/2016

~

[NCIR Meaningful Use Registration Portal](#)

NEW

02/04/2016

~

[2016 Immunization Schedules](#)

NEW

12/21/2015

~

[Pentacel® Vaccine Delay Guidance](#)

NEW

12/08/2015

~

[Pentacel Update](#)

NEW

11/19/2015

~

[Holiday Shipping](#)

[more announcements](#)

release notes:

NEW

10/01/2015

~

[Release Version 9.5.0](#)

NCIR Release Notes Version 9.5.0

[more release notes](#)

Vaccine Order/Transfer Notification ...


Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
TEST ORGANIZATION	Imovax Rabies ID	123456	998	N	06/01/2016
TEST ORGANIZATION	RabAvert	abcdef	998	N	07/01/2016
TEST ORGANIZATION	YF-VAX	test_yfvax	97	N	06/30/2016
Wright Way Peds	Adacel	AD4857894	1	N	03/29/2016

Step 2 of 5: Navigate to Inventory

Click **Show Inventory**.



UAT Region 7.2.3

System Monitoring

- manage exceptions
- check report status
- show users

General

- system user manual

Organizations

- switch organizations
- manage organizations

Manage Inventory

Show Inventory for Sites....	Show Inventory
Show Transactions for Sites....	Show Transactions
Update inventory Alerts....	Update Alert Prefs
Return to the Previous Screen....	Cancel

Inventory Alerts

Vaccine Order/Transfer Notification ...

Audience

Administrator

Step 3 of 5: Select the Correct Vaccine

1. Click on the **State** or **Private** radio button to display only state or private vaccine.
2. Find each **Trade Name** and **Lot Number** for the vaccine that was wasted.
3. Click the **Select** box next to the vaccine so the check appears.
4. Click **Modify Quantity**.

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

Manage Inventory

Add Inventory for Site (bqs site)....

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

Return to the Previous Screen....

Site: bqs site

Show ☐ Active ☐ Inactive ☒ Non-Expired ☐ Expired
☒ State ☐ Private ☐ All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input checked="" type="checkbox"/>	Boostrix	123456	10	Y	Y	01/01/2020
<input type="checkbox"/>	Boostrix	123456	76	Y	Y	01/01/2020
<input type="checkbox"/>	FluLaval IIV4	58687	23	Y	Y	01/22/2028
<input type="checkbox"/>	FluMist	7uyf	11	Y	Y	08/12/2028
<input type="checkbox"/>	FluMist LAIV4	yi9086	15	Y	Y	08/08/2029
<input type="checkbox"/>	Fluarix IIV4 Pres-Free	12584	200	Y	Y	08/08/2025
<input type="checkbox"/>	Fluarix IIV4 Pres-Free	fyi890	45	Y	Y	08/08/2045

Y = Yes (i.e. state vaccine)

Audience

Administrator

Step 4 of 5: Enter Wasted Dose Quantity

- 1. In the **Modify Quantity On Hand** section, choose '**Subtract**' from the **Action** drop down list.
- 2. Enter the number of doses wasted in the **Amount** column.
- 3. Choose '**Wasted Doses**' from the **Category** drop down box.
- 4. This brings up the **Reason Wasted** and **Preventive Action** boxes. Document what happened to the vaccine and how it can be prevented. Both of these boxes are required.
- 5. Click **Save**.

Audience

Administrator

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites....

Save

Return to the Previous Screen....

Cancel

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
Boostrix	123456	10	Subtract ▼	2	Wasted Doses ▼

* Reason Wasted:

broken vial

* Preventive Action:

will be more careful to not break vials

Reasons for Wastage

The following reasons may be recorded in the provided text box when using “Wasted Doses” in the Modify Quantity function to waste COVID-19 vaccine.

- Broken Vial/Syringe
- Expired Vaccine
- Failure to store properly upon receipt
- Lost or unaccounted for vaccine
- Mechanical failure Natural disaster/Power outage
- Open vial but all doses not administered
- Recall
- Storage Unit too cold
- Storage Unit too warm
- Vaccine drawn into syringe but not administered
- Vaccine spoiled in transit (Freezer/Warm)
- Insufficient Quantity – Pfizer (5 doses obtain from vial, expected 6)
- Insufficient Quantity – Janssen (4 doses obtain from vial, expected 5)
- Insufficient Quantity – Moderna (13 doses obtain from vial, expected 14)

Audience

Administrator

Step 5 of 5: Review Inventory

You are redirected back to the **Show Inventory** screen, where you can check to see that the dose(s) were subtracted.

Audience

Administrator

organization TEST ORGANIZATION • user Athena Roberts • role Administrator

Manage Inventory

Add Inventory for Site (bqs site)....

Add Inventory

Modify Quantity On Hand for Selected Sites....

Modify Quantity

Show Transactions for Sites....

Show Transactions

Return to the Previous Screen....

Cancel

Site: bqs site

Show ☐ Active ☐ Inactive ☒ Non-Expired ☐ Expired
☒ State ☐ Private ☐ All

Select	Trade Name	Lot Number	Inv On Hand	Active	State	Exp Date
<input type="checkbox"/>	Boostrix	123456	8	Y	Y	01/01/2020
<input type="checkbox"/>	Boostrix	123456	76	Y	Y	01/01/2020
<input type="checkbox"/>	FluLaval IIV4	58687	23	Y	Y	01/22/2028
<input type="checkbox"/>	FluMist	7uyf	11	Y	Y	08/12/2028

New vs. Historical Immunizations

New vs. Historical Immunizations (1 of 2)

- Immunizations are documented as “new” or “historical” depending on whether or not they were given using inventory managed in the NCIR.

Inventory managed in the NCIR: Inventory that has been added (i.e. Lot Number, NDC, Quantity on Hand) in the NCIR and is being tracked in the NCIR. To view NCIR-managed inventory, click **Manage Inventory** and then **Show Inventory**.

- If the dose IS from NCIR-managed inventory, document as a **New Immunization Entry**.
- If the dose is NOT from NCIR-managed inventory, document as a **Historical Immunization**.

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HepA	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes	


New vs. Historical Immunizations (2 of 2)

New Immunization Entry

- Doses from inventory managed by an organization in the NCIR

Historical Immunization

- Immunizations entered into NCIR, but not using an organization's current inventory (such as when recording an out-of-state record)

History	New Immunization Entry	Historical Immunization	Edit Client	Reports	Print	Print Confidential		
Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
HenA	10/01/2009	1 of 2	Havrix-Peds 2 Dose ®				Yes	

Adding and Editing New Immunizations

Steps for Adding New Immunizations

Step 1 of 4: Navigate to Client Record

- 1. Locate client record.
- 2. Select **History/Recommend**.

Personal Information - Client ID: 5999144

Last Name

WONKA

First Name

WILLIE

Middle Name

Mother's Maiden Last

Mother's First Name

Notice

Save

History/Recommend

Reports

Cancel

Once you have located your client's record, you can start documenting new immunizations by selecting the: **History/Recommend** button.

NOTE: Fields marked with an asterisk * are required.

Last Updated by: NORTH CAROLINA IMMUNIZATION REGISTRY on 05/18/2009

Client Information

Responsible Person(s)

Client Comment(s)

Eligibility

Verification

Date:

Eligibility as reported by Responsible Person:

Provider Organization Specific Data

Chart # 5678

Status Active

Ethnicity

Unknown

Race

Unknown

Audience

- Typical User
- Inventory Control
- Administrator

Step 2 of 4: Choose Method of Entering Immunization

There are 2 ways to enter a live immunization from inventory.

- 1. New Immunization Entry
- 2. Add Selected

Both options will take you to the same entry screen. However, you must select the vaccines that you would like to document manually when **New Immunization** is clicked. **Add Selected** will add the selected immunizations (via the green check marks) automatically for you.

Client Information - Client ID: 5999144

Client Name (First - MI - Last)

DOB

Gender

Mother's Maiden

Tracking Schedule

Chart #

WILLIE WONKA

05/01/2006

M

ACIP

5678

Address

123 elm street, RALEIGH, NC 27606

Comments

History

New Immunization Entry

New Immunization Entry

Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	09/04/2006	1 of 5					Yes	
	11/04/2006	2 of 5					Yes	
	05/04/2007	3 of 5					Yes	
HepB	05/01/2006	1 of 3					Yes	
	11/04/2006	2 of 3					Yes	
	05/02/2007	3 of 3					Yes	
Hib	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
Polio	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	

Current Age: 3 years, 19 days

Vaccines Recommended by Selected Tracking S

Add Selected

Add Selected

Select	Vaccine Group	Earliest Date	Recommended Date	Over Due Date	Latest Date
<input checked="" type="checkbox"/>	DTP/aP	11/04/2007	11/04/2007	12/04/2007	04/30/2013
<input checked="" type="checkbox"/>	HepA	05/01/2007	05/01/2007	05/01/2025	
	HepB	Complete			
<input checked="" type="checkbox"/>	Hib	05/01/2007	05/04/2007	09/01/2007	04/30/2011
<input checked="" type="checkbox"/>	Influenza	11/01/2006	11/01/2006	05/01/2007	04/30/2025
<input type="checkbox"/>	Meningo	05/01/2017	05/01/2017	05/01/2021	04/30/2025
<input checked="" type="checkbox"/>	MMR	05/01/2007	05/01/2007	09/01/2007	
<input checked="" type="checkbox"/>	PneumoConjugate 7	06/12/2006	07/01/2006	08/01/2006	04/30/2011

Audience

- Typical User
- Inventory Control
- Administrator

Step 3 of 4: Enter Live Immunization Details

- 1. Choose your organization in the **Organization Site** drop down box
- 2. Choose your **Ordering Authority**
- 3. Choose who administered the shot

Current Age: 3 years, 19 days

Active immunization inventory on : 05/20/2009

OK

Cancel

Unselect All

Defaults for new immunizations

Immunization	* New
DTP/aP	<input checked="" type="checkbox"/>
HepA	<input type="checkbox"/>
HepB	<input type="checkbox"/>
Hib	<input type="checkbox"/>
HPV	<input type="checkbox"/>
Meningo	<input type="checkbox"/>
MMR	<input type="checkbox"/>
PneumoConjugate 7	<input type="checkbox"/>
Polio	<input type="checkbox"/>
Rotavirus	<input type="checkbox"/>
Td	<input type="checkbox"/>
Tdap	<input type="checkbox"/>
Varicella	<input type="checkbox"/>

Organization Site

Joy's Test Org

Ordering Authority

Doctor, Head

Administered By

Sampson, Brock

Entered

05/20/2009

Activate Expired

Make sure the vaccine is selected

Audience

Typical User

Inventory Control

Administrator

Step 3 of 4: Enter Live Immunization Details (cont.)

- 4. Choose the **date** the shot was administered either by typing in the date or clicking on the calendar. (Note: you can leave the date administered box empty and it will default to the current date)
- 5. When you click on the calendar it will pop up and default to the current day. Click **OK**.
- 6. When you're finished click **OK**.

Current Age: 3 years, 19 days

When you're finished, click **OK** to continue documenting

Unselect All

Defaults for new immunizations

Immunization	* New
DTP/aP	<input checked="" type="checkbox"/>
HepA	<input type="checkbox"/>
HepB	<input type="checkbox"/>
Hib	<input type="checkbox"/>
HPV	<input type="checkbox"/>
Meningo	<input type="checkbox"/>
MMR	<input type="checkbox"/>
PneumoConjugate 7	<input type="checkbox"/>
Polio	<input type="checkbox"/>
Rotavirus	<input type="checkbox"/>
Td	<input type="checkbox"/>
Tdap	<input type="checkbox"/>
Varicella	<input type="checkbox"/>

Organization Site

Joy's Test Org

Ordering Authority

Doctor, Head

Administered By

Sampson, Brock

Date Administered

05/20/2009

Activate Expired

OK

Cancel

Audience

Typical User

Inventory Control

Administrator

Step 3 of 4: Enter Live Immunization Details (cont.)

You must first verify the patient's Eligibility by selecting from the drop down box. You will not be able to progress past this screen without completing this step. The choices in the drop down box are the same choices that were available on the VAL forms.

Click 'OK' once you are finished.

New Immunizations (1)

Date Provided05/20/2009

Ordering AuthorityMedicaid

Eligibility as reported by Responsible Person:

Immun	Volume	Body Site	Route	Administered By	Remove
<div><div>DTP/aP</div><div><div>Pediarix\AC216584AA\state</div><div>KINRIX\Test State\state</div><div>VIS Pt</div><div><div>Pediarix\AC216584AA\state</div><div>Tripedia\AB32434AA\private</div><div>Tripedia\W1985CA\state</div><div>Tripedia\W20531AA\private</div></div></div></div> <td></td> <td>left thigh</td> <td>intramuscular</td> <td>Sampson, Brock</td> <td><input type="checkbox"/></td>		left thigh	intramuscular	Sampson, Brock	<input type="checkbox"/>

VIS Publication Dates for New Immunizations

(Pediarix\AC216584AA\state)

Pediarix	DTP/aP:	05/17/2007
Pediarix	HepB:	07/18/2007
Pediarix	Polio:	01/01/2000

Notice that as you choose vaccines, the VIS Publication Date will display at the bottom with the most current date. You can choose the date of the actual copy that the patient received by clicking on the drop down box.

Audience

Typical User

Inventory Control

Administrator

Step 4 of 4: Review Submissions

The shots that you have entered will appear under the **History** section on the **History/Recommend** screen.

Client Information - Client ID: 5999144

Client Name (First - MI - Last)

DOB

Gender

Mother's Maiden

Tracking Schedule

Chart #

WILLIE WONKA

05/01/2006

M

ACIP

5678

Address

123 elm street, RALEIGH, NC 27606

Comments

History

New Immunization Entry

Historical Immunization

Edit Client

Reports

Print

Print Confidential

Vaccine Group	Date Administered	Series	Trade Name	Dose	Owned?	Reaction	Hist?	Edit
DTP/aP	09/04/2006	1 of 5					Yes	
	11/04/2006	2 of 5					Yes	
	05/04/2007	3 of 5					Yes	
	05/20/2009	4 of 5	Pediarix ®	Full				
HepB	05/01/2006	1 of 3					Yes	
	11/04/2006	2 of 3					Yes	
	05/02/2007	3 of 3					Yes	
	05/20/2009		Pediarix ®	Full				
Hib	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
Polio	07/02/2006	1 of 4					Yes	
	09/04/2006	2 of 4					Yes	
	11/04/2006	3 of 4					Yes	
	05/20/2009	4 of 4	Pediarix ®	Full				

Audience

Typical User

Inventory Control

Administrator



Questions?

Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

NC Vaccines Help Desk

1-877-873-6247

(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)

https://ncgov.servicenowservices.com/csm_vaccine